

TO: Resident Students

FROM: Greg Warren
Dean of Students

DATE: December 4, 2015

RE: Christmas Break

All campus housing, with the exception of the North and South Campus Apartments, will be closed during Christmas Break. Halls close at 5:00 PM on Friday, December 11th and will reopen at 12:00 noon on Sunday, January 12th. All students must leave campus during this break.

Before you leave:

- Clean room and take out trash.
- Take valuables home with you.
- Take home or throw away any perishable food items.
- ~~U~~Unplug all electrical items; leave refrigerator door open with a towel underneath.
- Close and lock windows and close blinds.
- Turn off lights.
- Be sure to lock room door.

Residence hall staff will check all rooms before they leave to make sure these steps have been taken.

If you wish to change rooms for next semester, make arrangements with your Hall Coordinator and schedule a time to check out of your current room and into your new room. These changes must be completed before you leave for break.

New students will be moving on campus for the spring semester. If you do not have a roommate and have not signed up to pay for a single, one half of your room must be clean and ready for a new student to move in.

If you will not be returning to campus next semester, you must schedule an appointment with the hall staff to check out of your room and return your keys. There is a \$100 fine for failure to check out and a \$75 fee if keys are not returned.

Good luck on finals and have a safe and enjoyable Christmas Break!